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9 August 1954

MEMORANDUM FOR: Training Liaison Officers, DD/I Offices (for distribution)
SUBJECT: Course in Problems of Intelligence Writing

1. The first course in Problems of Intelligence Writing will be given from 0830 to 1200 noon, beginning 16 August and ending 3 September 1954. Classes will be held in Alcott Hall.

2. The course is designed primarily for DD/I employees with Agency experience of one or more years who have an assignment involving the production of written intelligence. The general purpose of the course is to assist such employees in improving the skills, knowledge and understanding needed for producing useful and well written intelligence reports. The methods used in the course are a combination of daily writing tasks, lectures by experienced intelligence officers, critical review and seminar discussion of the daily writings, selected readings, and analysis of student reading habits in the OTR Reading Improvement Laboratory. Writing tasks and reading assignments may be tailored to the experience and needs of individual students. The course may be useful to employees other than DD/I analysts, such as staff employees who write progress reports, staff studies, investigative reports, and the like.

3. Requirements for the course are (1) TOP SECRET clearance and, (2) completion of the regular EOB test battery given each Friday by the Assessment and Evaluation Staff of OTR.

4. The class is limited to ten to twelve students. Insofar as consistent with obtaining a balanced class composition, applications will be registered in order of arrival. Applications in excess of the initial class will receive priority consideration for subsequent courses.

5. Applications should be submitted on Form No. 51-1 to the Registrar, OTR, Room 17, [REDACTED] by the close of business 13 August 1954. Inquiry regarding the course should be directed to the appropriate Training Liaison Officer.

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PATTHEM BAIRD
Director of Training

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